



SAFETY
Safety Plan
POLICY Number: D-001

26 October 2011

1. **AUTHORITY:** Director of State Civil Service as contained in La R.S. 36:54 and La R.S. 39:1527-1544.
2. **PURPOSE:** To implement a comprehensive safety plan that meets all federal, state, and local safety codes and establishes and maintains safe and healthy conditions in our offices, facilities, and grounds.
3. **APPLICABILITY:** This policy shall apply to all employees of the Department of State Civil Service.
4. **POLICY:** It is the Director's policy that the Department of State Civil Service provides a safe working environment. Employee safety is a legal and moral obligation, and is therefore, one of the top priorities of this agency.
5. **PROCEDURES:**
 - A. **ASSIGNMENT OF SAFETY RESPONSIBILITY**
 - i. **Department Head and Deputy Director**
 - a. Has responsibility for implementation of the safety plan.
 - b. Authorizes necessary expenditures to provide safe work conditions.
 - c. Approves safety policies as formulated by the safety director or safety coordinator.
 - d. Participates in the safety program as recommended by the safety coordinator (conducts safety tours, approves safety contracts, reviews and responds to safety reports, ensures safety awareness among key management personnel, evaluates safety program, reviews safety audits, etc.).
 - ii. **Safety Coordinator**
 - a. The department's safety coordinator oversees the safety program of the department. He should have open communication with management. This should include help and support in the development of agency programs and policies. His duties include:
 - 1) Responsible for coordinating the safety operations.
 - 2) Keeps and analyzes accident records.
 - 3) Conducts educational activities.

- 4) Conducts activities to stimulate and maintain interest in safety among employees.
- 5) Plans and directs a regular program of safety inspections.
- 6) Checks for compliance with applicable safety laws and codes.

iii. **Supervisors**

- a. Inspect work area for compliance with safe work practices and safety rules.
- b. Report or correct unsafe conditions and unsafe acts.
- c. Obtain prompt first aid for the injured.
- d. Report and investigate accidents and work with safety coordinator to determine cause and correct problem.

iv. **Employees**

- a. Work in accordance with accepted safety practices.
- b. Report unsafe conditions and practices.
- c. Observe safety rules and regulations.
- d. Make safety suggestions.
- e. Ask for assistance or further explanation when needed.

B. INSPECTION PROCEDURES

- a. The safety coordinator shall have housekeeping responsibility for the department.
- b. The safety coordinator meets with supervisors and employees to explain the purpose and objectives of the inspection procedure. Each employee should be encouraged to assist in identifying, eliminating, or effectively controlling potential safety and fire hazards.
- c. Safety Coordinator is responsible for conducting regularly scheduled (at least quarterly) inspections and are responsible for identifying and correcting conditions or practices that are potential safety or fire hazards.
- d. Some examples of hazardous conditions are as follows:
 - 1) Slip or trip hazards such as cords or torn or broken floor covering.
 - 2) Foreign materials that could cause loss of balance such as food, grease, oil, liquids, mud, algae, trash, etc.
 - 3) Holes or protrusions such as eroded, broken, or sunken walking surfaces.
 - 4) Temporary accumulation of flammable or combustible materials.
 - 5) Storage and use of chemical products and other hazardous materials.
- e. The safety coordinator completes the inspection checklist for the area. The completed Housekeeping Survey should be retained with the safety coordinator for at least two years and should be made available to the division head, the Director of Civil Service, and the Office of Risk Management's Unit of Risk Analysis and Loss Prevention upon request.
- f. All employees are responsible for reporting any potentially hazardous condition or practice they find. The employee records the unsafe condition on the Hazard Control Log (Form HC-1-90) which is located and stored in the break room. The safety coordinator is responsible for checking the Hazard Control Log and is authorized to take immediate temporary control of the area to prevent

exposure to the hazard until permanent corrective action is taken. If the safety coordinator cannot correct the hazard, he or she should report it to the Deputy Director.

- g. If a hazard still exists for more than 30 days, the safety coordinator must send copies of the Hazard Control Log to the Director and the Office of Risk Management's Unit of Risk Analysis and Loss Prevention.
- h. The Hazard Control Log is retained with the safety coordinator for at least two years.

C. FIRE SAFETY AND EMERGENCY EVACUATION PROCEDURE

Purpose:

To establish procedures for the safe, timely and orderly evacuation of the Claiborne Building in case of fire or other emergency. These procedures are designed to minimize and/or prevent bodily injury and property damage while in the building and immediate surrounding area.

Emergency Exits:

Two emergency exits are designated for DSCS's use. For evacuation purposes, the department is divided into sections 1, 2, and 3. Listed below are the sections and the emergency exit routes and assembly area location each division should use:

DSCS - Section 1 consists of Administration, Human Resources, Appeals, Program Assistance, Records Management, Fiscal, and Services. Section one should use the **center stairwell**, located on the river side of the building, it deposits occupants on the Ground Floor and exits through the north parking lot.

DSCS – Section 2 consists of Staffing, Training and Accountability. Section two should use the **center stairwell**, located on the river side of the building; it deposits occupants on the Ground Floor and exits through the north parking lot.

DSCS - Section 3 consists of Compensation and MIS. Section three should use the **north stairwell** (near the smoker's balcony) deposits occupants on the north side of the building's Ground Floor. Occupants are directed to exit through the glass doors immediately in front of them and proceed through the parking garage to the north parking lot.

Building Occupants:

When an alarm sounds all persons in the building are in evacuation mode and required to follow evacuation procedures.

Regardless of weather conditions, everyone must evacuate to the designated assembly area.

Building occupants are not allowed to stay in the garage or leave the premises when evacuation procedures are in effect.

In the event that re-entry into the building is not allowed, personal items should be taken at the time of evacuation.

Building occupants should remain with their designated group at all times.

Floor Wardens and Assistant Wardens:

Wardens will assist the Safety Coordinator with ensuring that all personnel follow evacuation procedures, assist the physically challenged, ensure that the suite is clear and outer doors are closed but not locked. Once the stairwells are clear, wardens will assist physically challenged employees to the designated assembly area. The Safety Coordinator maintains a list of floor wardens and assistant wardens.

Using an employee roster (phone list), the wardens will account for employees. Wardens will then notify the Safety Coordinator of his group's safety status by making visible a color coded sign. Green signals that everyone is safe and accounted for, yellow signals that someone may still be in the building and red signals that someone is actually missing. Evacuation procedures are in effect whenever the building is in use.

The Safety Director (Division of Administration) will notify individuals when it is safe to return to the building or if further safety precautions must be taken.

D. ACCIDENT INVESTIGATION PROCEDURE

An accident is defined as "an incident that caused or COULD HAVE CAUSED personal injury or property damage." All accidents, including those occurring to non-employees, should be investigated by the supervisor responsible for the area in which the accident occurred and reported to the safety coordinator. "Near misses" are accidents also and should be investigated as thoroughly as an accident that results in injury or property damage.

- i. When an employee is injured, the employer must complete the Employer's Report of Occupational Injury or Disease (Worker's Compensation) form. (The five-part forms are available from the Fiscal Section.
- ii. AFTER ACQUIRING THE NECESSARY MEDICAL AID FOR INJURED PERSONS, the supervisor should follow these steps in investigating the accident:
 - a. If possible, ask the person or persons involved to describe what happened. Do not fix blame or find fault; just get the facts.

- b. Survey the accident scene for information. Assemble any objects that might have contributed to the accident.
- c. Determine if there were any witnesses to the accident and get their accounts of the incident.
- d. Take whatever steps are necessary to prevent recurrences until the condition can be permanently corrected.
- e. Complete the Accident Investigation Form (DA 2000 for employees and DA 3000 for visitors).

E. SAFETY RULES

- i. The following are safety rules for the Department of State Civil Service (SCS).
 - a. Smoking is not allowed in DSCS facilities.
 - b. Horseplay and fighting are not tolerated in the workplace.
 - c. Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or prescription drugs not prescribed in your name is not tolerated in the workplace.
 - d. Immediately report any recognized potentially unsafe condition or act to your supervisor.
 - e. Report any smoke, fire, or unusual odors to your supervisor.
 - f. Use proper lifting techniques. For objects exceeding 50 pounds in weight, specific methods for safe lifting must be determined by the immediate supervisor.
 - g. Never attempt to catch a falling object.
 - h. If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to tag the area before leaving it unattended.
 - i. Fasten restraint belts before starting any motor vehicle.
 - j. Obey all driver safety instructions.
 - k. Comply with all traffic signs, signals, markers and persons designated to direct traffic.
 - l. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

F. FIRST AID REQUIREMENTS

- i. **Posted Information**
 - a. A list of telephone numbers and addresses of hospitals and ambulances should be posted in all work areas.
 - b. A list of the location of First Aid kits shall be posted in all work areas.
- ii. **Requirements for First Aid**
 - a. All employees must report any injury to his supervisor as soon as practical, at least before the end of the shift during which the accident occurred.
 - b. Minor injuries will be treated by a qualified person and the employee will be returned to work. The employee must sign a statement that the injury was the result of an on-the-job accident (Worker's Compensation

form). A description of the accident and names of witnesses (if any) are included in the statement.

- c. Only injuries involving lost time and medical claims should be reported to the Office of Risk Management.

iii. Employee Guidelines

- a. Calmly and coherently report all injuries and near miss accidents immediately to a supervisor.
- b. Do not treat an injury yourself. Unless a victim is exposed to further danger at the accident site, do not move him until the full extent of the injury is known, first aid has been given, and emergency transport assistance has arrived.
- c. Do not attempt to perform regular job functions if abilities have been impaired by injury.
- d. Report any sickness to your immediate supervisor.

G. DRIVER SAFETY PROGRAM

Because of the high cost of insurance purchased from private companies, the State of Louisiana, through the Office of Risk Management, devised a self-insurance program for its motor vehicles in 1980. All employees authorized to drive for state business are required to maintain their own private automotive insurance. Driver safety is designed to reduce the number and severity of accidents and thereby minimize the financial impact on state government.

The Office of Risk Management has developed a comprehensive Loss Prevention Program as required by La. R. S. 39:1543 for statewide implementation. The Driver Safety Program is part of the overall program. Its purpose is to address safety, control use of vehicles and achieve accountability.

i. Program Goal

The State of Louisiana and the Department of State Civil Service are committed to a continuing, aggressive program of driver safety at all levels. Driver safety is intended driving for state business, to minimize the state's exposure to liability and financial losses, and to develop accountability for safe driving.

ii. Components of Louisiana's Driver Safety Program

a. Agency Safety Policies and Procedures

1) The Department of State Civil Service is responsible for implementing a safe driving program. This program shall include rules concerning who should be permitted to operate motor vehicles under the department's control. Policies must outline the roles and responsibilities of managers, supervisors, and employees in driver safety. This policy is available to all drivers and forms the basis for the department's Driver Safety program. Employees should operate only those vehicles for which they are licensed and insured. The Unit of Risk Analysis and Loss Prevention will provide guidance in the development of effective driver safety policies.

2) The Civil Service Director or designee shall designate which employees are authorized to drive vehicles on state business. The authorization process shall include a review of the employee's motor vehicle driving record and their respective class of license. The Civil Service Director or designee will determine when driving responsibility must be taken away from an employee because of reckless operation of a vehicle or traffic violations. Only individuals possessing a current and proper driver's license may be authorized to drive a motor vehicle on state business (i.e. proper class license). High risk drivers shall not be authorized to drive vehicles on state business. High risk drivers are those individuals having three or more convictions, guilty pleas, or no contest pleas involving moving violations or individuals having a single conviction, guilty plea, or no contest plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless driving, or similar violation within the previous 12-month period.

3) Certain categories of drivers include: 1) A regular driver is an employee whose job duties require him to operate a motor vehicle on a regular basis, such as once a week. 2) An occasional driver is an employee who may operate a motor vehicle on an infrequent basis. 3) A non-driver is an employee who does not drive a motor vehicle for state business, even on an infrequent basis; however, non-drivers may drive in emergency situations. All regular and occasional drivers in the department are required to take the online Defensive Driving course. Drivers who have violations on their motor vehicle records shall be required to retake the Louisiana Safe Driving (online Defensive Driving) course within a 12-month period. Employees with three or more violations will be ineligible to drive for state business.

b. Accident Reporting

1) An accident is defined as any incident in which the vehicle comes in contact with another vehicle, person, object, or animal, which results in death, personal injury, or property damage, regardless of who was injured, what was damaged and to what extent, where it occurred or who was responsible.

2) All accidents shall be reported to the next level of supervision by the vehicle driver having the accident on the day of the accident or as soon thereafter as possible. Section 1, Page 2 of the accident form (DA 2000) shall be mailed to the Office of Risk Management within 48 hours. The remainder of the form shall be completed and forwarded to the next level of supervision by the individual having the accident not later than the first day after the accident. If the driver is not able to complete the accident report, the driver's supervisor will complete the report for him.

3) Failure of a driver to report any accident may be cause for disciplinary action and potential loss of benefits from state resources such as Worker's Compensation.

4) The supervisor of the individual having the accident shall review the accident report within two days of the accident and verify the accuracy of the report. Incomplete or inaccurate reports are unacceptable and

shall be returned for completion or corrected information. The supervisor may have to aid the individual in completing the report.

5) In investigating complex accidents, the supervisor should request assistance from the safety coordinator. (If assistance is needed, the safety coordinator should send ORM's portion of the Accident Report Form to the Claims Division immediately.)

6) The Civil Service Director or designee will review the Accident Report Form, the Uniform Motor Vehicle Traffic Accident Report (police report), if one was completed, and the Authorization and Driving History Form (DA 2054). The need for corrective action may be considered on each accident where there was improper use of a vehicle.

7) Supervisors will attach a copy of the Uniform Motor Vehicle Traffic Accident Report (police report), if one was completed, and the Authorization and Driving History Form (with Operator Driver Record attached) and forward accident reports to the department's safety coordinator, who will complete his section and forward to the Office of Risk Management. This should be completed within five working days.

c. Procedures for Enrolling Drivers

Upon hire, the employee fills out the Authorization and Driving History Form. The information on this form is used to acquire the Operator Driver Record (ODR) from the Department of Public Safety and Corrections (DPSC). The safety coordinator reviews and maintains these forms. The ODR must be obtained from the DPSC annually. The Authorization and Driving History Form must be dated and initialed when a review is completed.

- 6. EXCEPTIONS:** The Director or Deputy Director of the Department of State Civil Service may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service Rules or Regulations that governs this policy.

s/Shannon S. Templet
Director